

**SAMPLE
VERIFICATION SCHEDULE AND PROCEDURES**

<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>	<u>DATE</u>
Name or title of person responsible for activity	1. Prepare necessary verification materials. (See current Free and Reduced-Price Handbook for examples.)	October
	2. Choose ONE (1) sampling method to be used for verification: Random, Focused, 100%.	October
	3. Determine total number of approved Free and Reduced-Price applications.	October 31
	4. Determine number of approved applications from FDPIR households. (Focused Sampling)	October 31
	5. Separate error-prone applications (those within \$100 of monthly income guidelines). (Focused Sampling only)	October 31
	6. Compute number of applications to be verified:	November 1
	Random: 3% of total applications	
	Focused: 1/2% (.005) of FDPIR applications <i>plus (+)</i> 1% of total applications	
	100%: All Applications	
	7. Select applications for verification. Explain the method used to randomly select applications. (Make copies of the selected applications to be kept in verification file.)	November 1
	8. Send <i>first notice</i> of verification to selected applicants. For focused sampling, send a list of selected FDPIR households to the local FDPIR office.	November 6

Name or title of person responsible for activity (continued)	9. Review income documentation. (Information required to verify applications may include any of the acceptable sources included in the Free and Reduced-Price Handbook, Appendix J.)	Ongoing
	Indicate results of the verification on the application. Attach documentation to the application.	
	Send Notification of Adverse Action (Appendix M) to those applicants determined ineligible. (Benefits terminate 10 days from date of notice or at appeal hearing.)	
	10. Send <i>follow-up notice</i> of verification to nonrespondents. (Optional)	November 15
	11. Send <i>notice of termination of benefits</i> (Appendix M) to nonrespondents of follow-up notice. (Benefits terminate 10 days from date of notice or at appeal hearing.)	December 4
	12. Terminate benefits for nonrespondents.	December 13
	13. Begin To Prepare verification report. (Online at CNP WEB on ADE's Common Login)	December 15
	14. Collect information on students terminated as a result of verification, but who were reinstated as of February 15 th .	February 15
	15. Complete Verification Report with reinstatement data.	February 20
	16. Complete Verification Report on ADE 's Common Login.	March 1

**Verification Report must be completed on ADE's Common Logon by
March 1st.**